



Sadakathullah Appa College

*An Autonomous Institution, Re-Accredited by NAAC at an 'A' Grade, * ISO 9001: 2015 Certified *

Policy on Governance:

Preamble

Sadakathullah Appa College was started in 1971 due to the dedicated and sincere efforts of the Muslim elites, with a motto of "My Lord Vouchsafe me Wisdom". Hence the governance and functioning of the College is based on the following:

Benevolence - Committed towards producing law-abiding citizens/graduates.

Freedom & Flexibility - Institution believes freedom is not absence of coercion but development of dignity.

Creative and Constructive Curriculum - College is determined in providing a Curriculum that nurtures students' minds with creative and constructive ideas for a successful career.

Accessibility-Organization treats physical and academic assets as commodity open to stakeholders.

Equality- People are defined by their humanity and not by their caste/religion/nationality.

Quality -College considers quality as its prime responsibility so as it is institutionalized in all organizational actions.

Hence the Vision and Mission of the college has been framed keeping the above in mind.



Vision

To provide quality Higher Education and imparting lofty values to the Muslim Student Community and other Deprived Sections of the Society and also the youths of the Majority Community

Mission

- To offer Undergraduate and Postgraduate Courses in Humanities, Arts and Sciences
- To Undertake, Initiate and Promote Research both Pure and Applied at M.Phil/ Ph.d Levels
- To offer Extension Services, excel in all spheres of life and contribute effectively to the growth of the society.

QUALITY POLICY

- To provide law abiding, productive citizens, befitting this great nation.
- To provide quality Education in the fields of Arts, Sciences and Technology.
- To provide training that would make the members of the society aware of the latest trends in various fields
- To inculcate spiritual and ethical training so that those who pass out of the portals of the Institution with an all-round personality with continual improvement.

Governance Policy of the Institution is an integral part of administration that acts as fundamental guiding principles; to define the roles and responsibilities of authorities; to facilitate instructions for carrying out institutional activities; to pursue academic excellence without undue interruption; to take necessary actions to solve any discrepancy.

Need

The purpose for development of Governance Policy is to

- Categorize authorities of the Institution and define the powers delegated
- Formulate strategic plan for achieving goals and direct the stakeholders through competitive principles towards Vision and Mission
- Develop composed, systemic, responsible and committed Management System
- Assure authorized and ethical performance of the College
- Ensure progression and achievements of academic actions planned and implemented.
- Review and verify quality actions of the Institution

Scope

1. Strategic Plan
2. Administration
3. Admission
4. Academics
5. Infrastructure & Facilities
6. Student Support & Progression
7. Recruitment, Career Progression and Capacity Building
8. Collaboration and Influence
9. Finance Management

Objectives

- To set, assess, manage, control and achieve Vision and Mission.
- To build strong, supportive and participative leadership.
- To operate individual entities of the Institution under single-unified Management.
- To develop strategic structure that supports effective execution of organizational plans.
- To provide education that results in transformation of every student in the Institution.
- To promote and safeguard rights and freedom of students and staff without nuisance.
- To uphold teaching, research and integrity of faculties to attain academic excellence.
- To facilitate professional competency through capacity building initiatives.
- To prevent misconduct and to have fair, open and transparency in Institutional activities so as to align with ethical values.
- To ensure maintenance of pure, reliable and authentic data for sustainable functioning.
- To furnish discrimination free, equal and moral culture among students and to develop a sense of duty to conserve nature

VERTICALS

Sadakathullah Appa College, would function in specific verticals as detailed below, which is inclusive yet not comprehensive.

1. STRATEGIC PLAN

Purpose

- To develop a holistic framework for the welfare of the Institution's stakeholders.
- To nurture students through dynamic & experiential learning by reinforcing values.

- To support learning, research and skill development by strengthening physical facilities.
- To focus on employability, entrepreneurship and skill development to aid students in achieving goals.
- To upgrade faculty competency through capacity building activities and research.
- To maintain sustainable financial status so as to ensure academic stability.
- To augment administration, faculty and student connectivity.

Scope

Stakeholders of the Institution

Areas

- Introduce Programme
- Frame the Policies related to
 - Policy for Governance
 - Policy on Examination and Malpractice Prevention
 - Research Policy
 - Consultancy Policy
 - Policy for sanction of Seed Money
 - Policy on Infrastructure, Maintenance and Utility
 - Policy on Duties and Responsibilities /Codes of Conduct
 - Policy on Differently-abled Students
 - Quality Policy
- System and Procedure, Duties and Responsibilities
- Future Plan in terms of Short term and Long term.

2. ADMINISTRATION

Purpose

- To manage and supervise academic and administrative function of the Institution
- To develop and revise policies & procedures.
- To operationalize policies and implement strategic plans.
- To ensure compliance with rules & regulations of Government, Statutory bodies and Regulatory bodies.
- To guide, recognize and regulate on financial matters of the Institution.
- To have standards and evolving Curriculum and teaching process.
- To provide safe, secure and eco-friendly campus.
- To audit, evaluate and reassess the institutional activities.

Scope

Stakeholders of the College

List of Areas and their activities

- **Policies and Procedures**

Governance, Academic Perspective, Admission, Statutory Bodies and Non- Statutory Bodies and **Various Committee supported by the UGC**, Research , Collaboration, Consultancy, Student & Staff programmes, Dean of Arts and Sciences, BOS, Academic Council, CDC, Governing Board, Placement, Examination, Welfare measures, Decentralization, Infrastructure facilities, Utilization of Academic Support Facilities, , Operation of councils & committees, Codes of Conduct , Administrative and Academic Audit , Green Audit, Energy Audit, Environment Audit and Finance Audit, Career & guidance.

- **Controller of Examinations(COE)**

Registration, Fee payment, Exam commencement, Question paper setting, Conduct of exams/supplementary exams, Malpractice prevention, Grievances regarding Examination, Evaluation/re-evaluation, Retotalling, Result declaration, Mark sheets and Degree certificates provision.

- **Internal Quality Assurance Cell(IQAC)**

Strategic plan, Perspectives, Quality Policies, Training, Short term and Long term plan, Quality Initiatives, Feedbacks about faculty, facilities, Office, Curriculum from the Students ,Teachers, Alumni, Employee,different Stakeholders, Analysis and ATR

- **Data Management**

AISHE, Students' Records, Admission, Staff Records, Resources Data, Infrastructure and Facilities.

- **Career Guidance ,Counselling Cell and Placement Cell**

Career Guidance, Competitive Exams, Sadakath Academy , Placement Cell Mentor- Mentee Scheme, Tutorial Scheme, Student Counselling (Men and Women).

- **Audit and Accrediation**

Academic and Administrative Audit, Finance Audit , Green Audit, NAAC, NIRF, ISO, ARIIA

- **Inclusive Environment**

Reservation in Admission, Ramp, Magnifiers, AIBSEE, software,Eco-Friendly Campus, Discrimination and Anti-Ragging Initiatives, Women Harassment Prevention Cell, Observing National /International Commemorate days and festivals.

3.ACADEMICS

Purpose

- To provide student-centric Outcome Based Education as per LOCF.
- To expose Students to research and technology .
- To focus on promoting societal learning through social immersion activities.
- To promote unified and specific academic culture.

Scope

Students

List of Activities

- **Curriculum**

OBE, Experimental /Participative/Collaborative Learning, CALL, Praticals, Blended Learning, Flipped Classrooms, Projects, Internships, Fieldworks, Seminar, Workshop, Feedback System.

- **Tutorial System**

Students' Profile Cards, Advanced /Slow Learner methods to support learning, Problem Solving, Student Performance Appraisal.

- **Academic Flexibility**

CBCS, Inter-disciplinary and Intra Disciplinary, Elective, Add- on Courses, MOOCs (NPTEL-Swayam)

- **Use of ICT**

E-resources, E-content, LMS, Wi-Fi, Smart Classrooms.

- **Supplementary Enrichment Programmes**

Trainings, Field works, MOOC, Cross Cutting issues-Eg: Workshops/ Seminars/Guest Lectures/ Conference/Quiz Programmes/Group Discussions.

- **Research and Innovation**

Funded Projects ,Non-Funded Projects, Seed Money for undertaking Minor Projects, Incentives for Publication, Sadakath: A Multidisciplinary Research Bulletin.

- **Academic Culture**

Ragging Free Campus and Gender Equity.

- **TLP and Evaluation**

Methods of delivery, Lesson Plan, Feedback on Teachers, Assignment, Quiz, Seminar, Library Hour and ATR

4.ADMISSION

Purpose

- To attract student population from various geographical areas.
- To provide undivided merit based, fair and transparent admission.
- To support the increase in rate of Gross Enrollment Ratio in higher education as a contribution to National Development.
- To aid finance mobilization for Institutional development.

Scope

Students and Management/Administration

List of Actions

- Demand Ratio
Total number of candidates registered, total number of candidates admitted
- Enrollment
 - 50% Students for Muslim and 50% for Students from fellow Communities.
 - Reservation for Sports and Disabled.
 - Admission Merit 1 and 2
 - Online Application/ Fees Payment.
 - Programme transfer within college
 - Dropouts
- Student Diversity record
(Regional/Nationality/Community/Religion/Minority)
- Data of students
 - Differently- abled students
 - Sportsperson

- Economically weaker students
- Ex-service/military
- First Graduates
- Whether they studied in Government School.
- Community wise.

5. INFRASTRUCTURE & FACILITIES

Purpose

- To cope with the evolving needs of student-centric learning system.
- To foster the demands in research and career aspects.
- To provide supportive facilities to conduct academic and extra-curricular activities.
- To render safe and secure campus environment.

Scope

Stakeholders and community

List of Amenities

- Physical facilities
Introduction of New need based Courses and Development of Infrastructure Maintenance, Upgradation, Modernization, Macademized Roads,Buildings, Auditorium, Seminar Hall, ,Adminstrative Offices, Quadrangle, Gallery, Indoor Stadium, Wings, Pathway & Pavement, Washrooms, Power room, Emergency exit & Fire safety.
- Classrooms, Laboratories& Research Facilities
Classrooms , Laboratories ,Computer Science Labs,Language Labs, Smart Classrooms,LCD
- ICT infrastructure
Eg: Computers, Wi-Fi bandwidth, LAN, LMS, smart classroom, e-content development facility.
- Library/Resource Facilities

ILMS, Digital section, Books, Journals, Competitive exam section, Back volumes, Databases and INFLBNET-NLIST

- Sports and Cultural facilities
Indoor Stadium, Quadrangle for yoga ,Gym, Sports Gallery, Fields and Tracks.
- Maintenance & Replenishment
Building, Equipment, Furniture, Campus Cleanliness, ICT tools.
- Facilities for energy and water conservation
Rainwater harvesting, Vermi- Composting, Solar Panels, LED Bulbs, Borewell/Open Recharge.
- Facilities for Waste Management
Solid & liquid wastes, e-waste, bio-medical waste, Waste recycling , Water Conservation -, waste water recycling, Incineration.
- Green cover
Landscape for flora and Medicinal Garden
- Additional in-campus provisions
Separate Hostel for boys and girls, Canteens and medical facilities, Book depot, Reprographic Centres, Visiting Doctors
- Facilities to support people with special needs
Wheelchairs, Ramps, Scribes, Differently –abled friendly washrooms, User-friendly Washrooms and Handrails, Braille Books, ABISEE Software, Magnifying Goggles.

6. STUDENT SUPPORT AND PROGRESSION

Purpose

- To support the students financially via scholarships, freeships
- To equip the students with domain specific and non-domain specific skills
- To inculcate value system among students
- To motivate and help in upward progression of students in career
- To nurture and transform the capacity of all students
- To develop facilities for bracing the needs of Special students

Scope

All the Students

List of Activities

- Mentor-mentee system
 - Remedial Classes, counseling, Student Tutorial and Mentoring Records.
- Grievance Redressal & Welfare measures
 - Internal Complaint Committee, Women Harassment and Sexual Prevention Cell, Anti- Ragging, Students Counseling Cell(Men and Women), Sadakth Academy, Add-on courses, Type writing, CALL, Spoken Tutorial,Grievances redressal, Alumini tracking, Council admits, Sports,Culturals, Finance Support,Scholarships, Freeships, EWYL,SSHS, Endowment Scholarship, Women Study Cell, Alumini Support, Insurance and Medical Assistance.
- Competency building programmes
 - Academic programmes (Seminars/workshop/guestlecture/conference &Advanced & Slow learner based supportiveactions)
 - Linguistic development programmes (CALL Courses, Remedial Coaching)
 - Competitive exam coaching (Professional Exams)
- Modules on Human Values
 - Value Education,Deeniyath/ Moral Classes, Women Studies, Language Classes, EVS,Community Service,SOP, Manitham.
- Participatory Engagement
 - Social Immersion Activities, Cultural Activities, Reading Forum and Publications and Student Magazines.
- Alumini Engagement
 - Get-together, Alumini Contribution to the College and Society, Communal Harmony. Motivational talks, Scholarships, ,Employment, Conduct of Events, contribute to the College
- Career Building Engagements

Career Counseling, Life Skill trainings, Innovation, Entrepreneurship programmes, Advancement of trends in Technology, Placement /Recruitment drives.

- Collaboration
MoUs, On-Job training, Research, Internship and Inter-Institutional Activities, Field Visits, Student Exchange.
- Student Performance(Curricular and Extra- Curricular Activities) Recognition
Regional/National/International Level Participation- Awards/ Recognitions, Rewards, Certificates and Medals.

7.RECRUITMENT,CAREER PROGRESSION AND CAPACITY BUILDING

Purpose

- To appoint qualified and experienced faculty members and support staff
- To improve learner centric teaching methods through trainings,orientations and FDP.
- To support faculty members in meeting the needs of evolving education for upgrading curriculum
- To enhance staff capabilities for fostering students towards higher order thinking
- To upraise competency of faculties to meet technological & digital evolution in education
- To provide incentives for Ph.D, incentives for paper publication, seed money and Sensation Programme to encourage and nurture the faculty for getting Research grants.

Scope

Faculty members

List of Activities

- Career development programmes
Faculty Development Programmes, ICT Trainings, Refresher courses, Orientation Programmes, Workshops and new ICT concepts.
- Yoga, wellness programmes & Welfare Measures
Awards day, cultural & sports activities and Maternity Leave, EPF and ESI schemes.
- Financial support
Seed money incentives for paper publication, Conferences, workshops and trainings fee for professional bodies
- Trainings for implementing
In-house and out campus trainings
- Performance Appraisal
Incentives, salary increment, promotions. CAS, Self Appraisal Report, API

8. CONSULTANCY , COLLABORATION & MOU

Purpose

- Consultancy(Individual and Department wise).
- To diversify knowledge through Academia /Industry collaboration
- MoUs

Scope

Faculty members, support staff and students

List of Activities

- Consultancy
Department wise Consultancy and Individual Consultancy

- Collaboration with National and International institutions and Industries
Research, Internships, Innovative practices, IPR, Faculty/Student exchange and Sharing of sources,
- Research Centers
Research, Problem identification and solving methods, techniques.
- MoUs
Functional MoUs with educational Institute, Industry and mentoring under Paramash Scheme.

9. FINANCIAL MANAGEMENT

Purpose

- Resource Mobilization
- Budget and Income expenditure
- Audit – External and Internal Audit

Scope

Planning, allocation and controlling Institutional finances.

List of Activities

1. Audit

Finance Committee, External and Internal Audit, JD office.

2. Budget

Total Expenditure, Expenditure for Infrastructure , Augumentation, Physical Facilities ,Academic Facilities, Library and Faculty for

3. Resource Mobilization

UGC, Autonomous, DSP, TNSCST, Grant-in-aid Salary, ICSSR, Alumini and PTA


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PRINCIPAL

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